

F.NO.NAI(P)I-1/2018/Admn.
Government of India
National Archives of India
Record Centre, Jeevanandapuram
Lawspet, Puducherry 605 008.
Phone Number : 0413-2253104
Tele Fax Number: 0413-2256104
Email: rc.pdy-archives@gov.in

Dated 27 February, 2018

To

**Sub: NAI(RC), Puducherry – Engagement of Private Security Agency –
Quotations called for the one year 2018-19-Reg.**

Sir,

It is proposed to engage the **6 Security Guards** for round the clock(Two Guard per shift x 3 shifts) and **1 Security Supervisor**(9.30 am to 5.30pm) from the private Security Service on contract basis for watch and ward duty of this office for a period of one year i.e. 2018-2019. The Tender document is enclosed herewith which may be returned along with the quotation on or before the date prescribed in the Tender Document.

Yours faithfully,



Archivist
Government of India.

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Puducherry, 27 February 2018

TENDER DOCUMENT FOR SECURITY SERVICES

1. Sealed tenders are invited for providing Security Services in the National Archives of India, Record Centre, Puducherry for the period **2018- 2019** as per details given below.

1. Security Guards
(Two per shift for 3 shifts)

6 Nos.

Quote rate for 1 Security Guard, (8 hours duty)as per the column break up are mentioned here under

Name of the Firm	Category	Basic	EPF	ESI	Service charges	Service tax	Total	Remarks
	Security Guard							

2. Security Supervisor
(9.30 pm to 5.30 pm)

1.No.

Quote rate for 1 Security Supervisor, (8 hours duty)as per the column break up are mentioned here under

Name of the Firm	Category	Basic	EPF	ESI	Service charges	Service tax	Total	Remarks
	Security supervisor							

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2. EMD:- The tenderer should furnish necessary Security Deposit (By means of Demand Draft drawn in favor of **the Pay and Accounts Officer, Department of Culture, New Delhi**) @2.5% on the total amount quoted per annum. The tender will not be accepted if not accompanied by the Security Deposit.

3. Documents required for consideration.

1. Balance Sheet for the past 3 years/ IT Returns
2. Total strength of Security Guards and Officers of the Organization
3. Certificate for having provided similar security services at least 3 large Public/Government organizations
4. Certificate giving proof of availability of a minimum of 50 security Guards on their pay rolls.
5. PF/ESI Registration Certificate
6. Certificate of latest statutory returns of PF and ESI
7. Any other documents available that will certify their reputation and reliability.

4. Tender should be delivered in a sealed cover superscribed as “ Tender Providing Security Services”

5. The sealed tender should be delivered at the following address on 2nd April 2018 till 1:00 PM and will be opened at 3:00 PM on same day.

The Archivist

National Archives of India, Record Centre
Jeevanandapuram
Lawspet Post
Puducherry-605008

6. Tenders received late/incomplete, and those in conformity with the prescribed specification, terms and conditions will not be entertained.

7.General Conditions.

7.1 No revision of terms or increase in rates will be allowed during the currency of the contract approved & sanctioned

7.2 The Director General of Archives is not bound to accept the lowest quotation.

7.3 Conditional offers, offers not conforming to the terms and conditions and not submitted in the prescribed format will be rejected.

7.4 The rate quoted in the tender should be based On the Minimum Wages Act, 1948 and the rates of Wages(minimum wages in employment of watch and ward) should be in accordance with the approved rates of Ministry of Labour and Employment, Government of India for financial year 2018-19.

7.5 The successful tender will enter into one year agreement with Office for providing the services. It may be renewed for a further period upto two years subject to the satisfactory service and discretion of the competent authority.

8.Validity of the Offer:-

The rate quoted in the tender will have to be kept valid through out the contract period i.e 2018-19.

9.Non-performance penalty:

In the event if it is found by the Archivist the security services are not executed as per specified standards, recovery will be effected proportionate to the extent of shortfall

10.Cancellation of Contract:

The Director General of Archives reserves the right to cancel the contract placed on the successful tenderer, if it is found that-

- a) the tenderer commits breach of any of the terms and conditions of the tender/contract
- b) The tenderer goes into liquidation voluntarily or otherwise and
- c) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the tender/ work order assigned works have been executed satisfactorily in accordance with the work order.

11..Duties to be Attended To

1. Screening of visitors& maintenance of Visitors Register
- 2.Regulating parking of two/four wheelers
3. Checking of vehicles and maintenance of Vehicle Movement Register
- 4.Maintenance of Security Register
- 5.Capability of handling fire-fighting equipments
6. Security service areas should be kept neat and clean

12.Undertaking

- ii) The tenderer should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender, otherwise the tender will be rejected.

“I/We _____, the undersigned, certify that the terms and conditions are accepted and that in the event of selection of my /our rates, the contract in the prescribed form will be entered into”

Date:

Signature: